

Commissioner Reports
Standard Format for Water Distribution Reports
(Beginning 2006)

1. Cover Page
2. Acknowledgment (optional)
3. Table of Contents
Include major heading and page numbers of where the subjects are located
4. Minutes of Annual Meeting
Minutes of the annual meeting as well as the minutes from other important meetings held during the year should be included in the report
5. Financial Report
(Provided by the Division of Water Rights)
6. Summary of Water Diverted for the Year by each Diversion Name
7. Records of daily Diversions (cfs or acre feet) by Name and any storage for the irrigation season, should be included in the report either on the form provided (Daily Discharge Form) or computer generated form (preferably generated from the Water Rights web site). Use one form for each surface water diversion.
8. Distribution System Status – Describe problems, decisions, and solutions which arose during the year. This section could also be used to describe diversion structures and measuring devices used in the system.
9. Appendix
Include graphs, charts, tables, or any other types of information not covered above which the commissioner feel is important.